



COUNCIL OF ATHABASKAN TRIBAL GOVERNMENTS

Kwaiik'it Gwekhekwaii Naii

P.O. Box 33

Fort Yukon, AK 99740

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www.catg.org

POSITION DESCRIPTION

TITLE: YGS Head Cook

Responsible for preparing and providing meals for Yukon Flats Indigenous Language Institute (YFILRI) participants and staff, preparing meals for special diets, organizing food and cleaning/organizing kitchen, kitchen implements and appliances prior to, during, and following the Language Institute in June. In addition, the Cook will be responsible for meal planning and supply orders (food and kitchen items). A primary function of this position is to ensure that each participant and visitor receives excellent service. Reports to the YGS Project Manager.

DUTIES:

- Manage all aspects of food service (3 meals per day for 16 days) for a large group (20-30 people)
- Prepare and follow a menu, create a food order list and verify order with delivery.
- Keep inventory of all food items, supervise the storage of food items, and follow safe food practices.
- Must be on site each day of the Institute to prepare food.
- Ensure cleanliness and sanitation of kitchen, utensils, containers, cloths, towels, food storage areas, etc.
- Arrange snacks for participants when necessary.
- Rotate stock as supplies are used.
- Supervise the assistant cook.
- Other duties as assigned.

Qualifications:

Must have experience in meal planning for large groups. Must be willing to adapt to the conditions of the Institute setting.

Current or previous certificate in Food Handling and Food Safety.

OTHER:

Under the authority of P.L. 93-638 Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.

Abides by the Federal Privacy laws regarding confidentiality of records.

As a Federal contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy which includes pre-employment and random anonymous testing thereafter.

Title:	Cook
Location:	Fort Yukon
Supervision:	YGS Project Manager
Classification:	Temporary
Salary:	\$25/hour
Approved Date:	
Closes:	
Contact:	Andrea Thomas, HR Manager 907-662-7534